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AUTHOR Benedict, Mary; And Others
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ABSTRACT

The document outlines a curriculum designed to teach appropriate nursing skills to students and to prepare them for career opportunities available in health occupations. It is presented in 10 units offering basic information under the headings of: overview of health occupations; communications; medical terminology; fundamental principles of human relationships and personal characteristics of health care workers; body systems; ethical practices and legal considerations for health care personnel; microbiology related to health and disease; care of equipment; safety factors in health care facilities; and nursing skills. Each unit states its particular objectives and is divided into several topics for learning. A bibliography of books and films is given arranged by topics; suggestions for field trips and possible speakers from different disciplines are listed. (EC)

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BEGINNING HEALTH OCCUPATIONS

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CURRICULUM GUIDE
FOR
HEALTH OCCUPATIONS

PHASE II

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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A COOPERATIVE EFFORT

Research and Educational Planning Center
College of Education
University of Nevada, Reno
Len L. Trout, Director

Washoe County School District
Marvin Picollo, Superintendent
Adult and Vocational Education
V. James Eardley, Director
Max K. Johnson, Coordinator

Department of Health, Education
and Welfare
U.S. Office of Education
Exemplary Programs and
Services Branch
Sidney C. High, Jr., Chief

Nevada State Department of Education
Vocational-Technical and Adult Education Branch
R. Courtney Riley, Director

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BEGINNING HEALTH OCCUPATIONS

PHASE II

THIS CURRICULUM HAS BEEN DEVELOPED THROUGH

THE COOPERATIVE EFFORTS OF:

Mary Benedict - R.N., M.A.

Ilene Hobson - R.N., B.S.

Deloris Middlebrooks - R.N., M.S.

Dianne Speegle - R.N., B.S.

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NOTE: It is suggested that the appropriate nursing skill can be taught following the corresponding Body System.

Muscular System:

Topic 1: Posture and Body Mechanics
Topic 2: Admission, Transfer, and Discharge of Patient
Topic 3: The Patient Unit

Circulatory and Lymphatic Systems:

Topic 4: Personal Care of the Patient

Respiratory System:

Topic 5: Vital Signs

Digestive System

Topic 6: Nutrition-Food Service-Feeding the Patient

Urinary System:

Topic 7: Nursing Skills Related to the Excretory System

BEGINNING HEALTH OCCUPATIONS

UNIT I

OVERVIEW OF HEALTH OCCUPATIONS

Objectives

To provide students with knowledge of:

- The development of health occupations.
- An overview of the course.
- Career opportunities available in health occupations.
- Background history for care of the sick.

Topic 1: Brief History of the SAVE Program

A. Elementary

B. Middle School

C. Secondary

D. Post-Secondary

E. Reasons for Community Need

F. Reasons for National Need

Topic 2: Job Description of Selected Health Occupations

A. Describe:

1. Job Opportunities
2. Educational Requirements
3. Duties
4. Pay
5. Place of Employment
6. Working Conditions
7. Necessary Physical and Emotional Traits for the Various Health Occupations

Topic 3: Overview of Course

A. Explanation of Units

1. Importance to Individual
2. Importance of Course
3. Importance to Occupations

B. Course Objectives

Topic 4: Background History for Care of the Sick

A. Nursing and Hospital Care in Ancient Civilization

B. Nursing and Hospital Care in the Dark and Middle Ages

C. Nursing and Hospital Care in the 19th and 20th Centuries

1. Changes in the Philosophy of Health and Hospital Care
2. Changes in the Utilization of Hospital Personnel
3. Present Day Concepts of Health Care

Topic 5: Organizational Structure of Different Types of Health Care Facilities

A. Hospitals

1. Types: General, Non-Profit, Profit, Mental Health Facilities, Group Care Facilities
2. Organizational Structure and Functions of Each
   a. Hospital Administration
   b. Hospital Departments
   c. Personnel

B. Community Health Facilities

1. Types:
   a. International
   b. National
   c. State
   d. County
   e. Local Visiting Nurse Services
   f. Mental Health Facilities

UNIT II

COMMUNICATIONS

Objectives

The students should be able to:

- Demonstrate proficiency in verbal, non-verbal, and written communication skills.

Topic 1: Communication in Human Relationships

A. Importance of Communication

B. Skills in Communication

Topic 2: Verbal Communications

A. Therapeutic Techniques in Communicating With Patients

1. Using silence
2. Accepting
3. Giving recognition

B. Non-Therapeutic Techniques in Communicating With Patients

1. Reassuring
2. Disapproving
3. Disagreeing
4. Probing
5. Challenging
6. Making Stereotype Comments

C. Oral Communication in Business

1. Appointments
2. Proper Reception Techniques
3. Telephone Techniques

Topic 3: Non-Verbal Communication

A. Definition

B. Ways in Which We Communicate

C. Expression of Likes and Dislikes

D. Importance of Non-Verbal Communication

E. Protection of Territory

UNIT III

MEDICAL TERMINOLOGY

Objectives

This unit is designed so that the student will know:

- The basic structure of medical words.
- Phrases and words commonly used in medicine.

Topic 1: Analysis of Medical Terminology

A. Basic Structure of Medical Words

B. Understanding and Combining Word Parts

C. Abbreviation and Symbols

D. Definition of Common Medical Terms

Topic 2: Easily Confused Terms

A. Words

B. Symbols

C. Specialities

UNIT IV

FUNDAMENTAL PRINCIPLES OF HUMAN RELATIONSHIPS AND PERSONAL CHARACTERISTICS OF HEALTH CARE WORKERS

Objectives

To provide the students with an understanding of:

- Self.
- Normal and abnormal reactions to stress situations.
- Proper techniques in dealing with patients.
- Personal qualities needed in the health field.

Topic 1: Personality

A. Definition of Personality

B. How Personality is Developed

1. Heredity
2. Environment

C. How We Judge Others

1. Behavior
2. Appearance

Topic 2: Basic Human Needs

A. Motivation Cycle

B. Need for Physical Security

C. Physical Needs

D. Need for Emotional Security

E. Need for Mastery

F. Need for Status

Topic 3: Kinds of Behavior

A. Responses

B. Basic Irritability

C. Reflex

D. Instinctive

E. Emotional

F. Intelligent

G. Habits

H. Mannerisms

I. Attitudes

J. Behavior in Different Age Levels

Topic 4: Emotions

A. Definition of Emotions

B. Stages of Emotional Development

C. Fear

D. Anxiety

E. Anger

Topic 5: Behavior Detours

A. Normal and Abnormal Behavior

1. Neurosis

2. Psychosis

B. Mental Illness

1. Causes

C. Unconscious Mind

1. Structure

2. Function

D. Defense Mechanism

Topic 6: Personal Qualifications

A. Importance of Professional Attitude

B. The Mature Personality

D. Expected Personal Assets

E. Conduct on the Job

Topic 7: Unique Characteristics of a Health Facility

A. Appropriate Attitude Toward Employer

B. Aporopriate Attitude Toward Patients

1. Consideration

2. Sympathy

3. Kindness

4. Reassurance

C. Patient Psychology

D. Flexibility of Routines

UNIT V

BODY SYSTEMS

Objectives

To provide students with knowledge of:

- The characteristics and functions of the various body systems.
- How body systems are interrelated.
- Location and identification of major parts of each body system.
- The process of metabolism.

Topic 1: Cells, Tissues, and Membranes

A. Characteristics of Cells
   1. Kinds
   2. Function

B. Characteristics of Tissues
   1. Kinds
   2. Function

C. Characteristics of Membranes
   1. Kinds
   2. Function

Topic 2: The Skin

A. Structure of Skin

B. Glands

C. Functions

Topic 3: Skeletal System

A. Function

B. Types of Bones

C. Main Division of Skeleton

D. Changes and Differences in Skeletal Development

Topic 4: Muscular System

A. Function

B. Types of Muscles

C. Types of Muscle Tissue

D. Characteristics of Muscle Tissue

Topic 5: Circulatory System

A. Basic Parts

B. Function

C. Heart

D. Blood Vessels

Topic 6: Lymphatic System

A. Structure of Lymphatic System

B. Function of Lymphatic System

C. Structure of Lymphoid Tissue

D. Function of Lymphoid Tissue

Topic 7: Respiratory System

A. Structure

B. Function

C. Regulation of Repsiration

Topic 8: Nervous System-Sensory System

A. Central Nervous System

1. Structure

2. Function

B. The Peripheral Nervous System

1. Structure
2. Function

C. The Autonomic Nervous System
1. Structure
2. Function

Topic 9: Endocrine System

A. Endocrine Glands
1. Structure
2. Function

Topic 10: Digestive System and Metabolism

A. Structure

B. Function

C. Metabolism
1. Purpose
2. Function

Topic 11: Urinary System

A. Structure

B. Function

Topic 12: Reproductive System

A. Structure

B. Function

UNIT VI

ETHICAL PRACTICES AND LEGAL CONSIDERATIONS
FOR HEALTH CARE PERSONNEL

Objectives

Students should be able to:

- Describe ethical practices and behavior for health care personnel.
- Identify factors which lead to harmonious employer-employee relationships.
- Identify legal responsibilities of health care workers.

Topic 1: Ethics in Health Care

A. Giving Service

B. Conduct

C. Knowledge and Skill

D. Safeguarding the Public

E. Quality Care

F. Confidentiality

G. Quackery

H. Association Membership

Topic 2: Ethical Behavior in Performance of Duty

A. Courtesy

B. Job Responsibility

C. Respect Religious Beliefs

D. Give Care Without Discrimination

UNIT VII

MICROBIOLOGY RELATED TO HEALTH AND DISEASE

Objectives

Students should be able to:

- Define microbiology and microbes.
- Describe infectious diseases.
- Describe conditions favorable to growth of microbes.
- Describe immunity as a protective condition against disease.
- Demonstrate asepsis in various work areas.
- Explain the principles of disinfection and sterilization.

Topic 1: Microbiology

A. Definition

B. Types

Topic 2: Infectious Diseases

A. Classification of Diseases

B. Spread of Disease

Topic 3: Growth of Microbes

A. Degree of Moisture

B. Degree of Light

C. Food Control

1. Spoilage
2. Preservation
3. Fermentation and Pickling
4. Salting and Sugar Preserving
5. Illness Resulting From Contaminated Food

Topic 4: Immunity

A. Types

Topic 5: Aspesis

A. Definition

1. Surgical

2. Medical

B. Work Areas and Specific Asepsis Requirements

Topic 6: Principles of Disinfection and Sterilization

A. Definition of Disinfection

B. Definition of Sterilization

UNIT VIII

CARE OF EQUIPMENT

Objectives

Students should have knowledge of:

- Correct use of equipment.
- Methods of cleaning and sterilizing specific types of equipment.
- Properly functioning equipment.
- Need to conserve supplies.

Topic 1: Correct Use of Equipment

A. Need for Careful Handling of Equipment

B. Responsibilities

Topic 2: Special Methods for Cleaning Specific Equipment

A. The Utility Room

B. Cupboards, Drawers, and Closets

C. Equipment in the Unit

Topic 3: Care of Supplies and Small Equipment

A. Glass

B. Rubber Goods

C. Plastics

Topic 4: Sterilization of Equipment

A. Boiling

B. Chemical Disinfection

C. Autoclaving

D. Dry Heat

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Topic 5: Conservation of Hospital and Office Supplies

A. Responsibilities

UNIT IX

SAFETY FACTORS IN HEALTH CARE FACILITIES

Objectives

To provide students with a knowledge of:

- Safe practices within a health care facility.
- Fire prevention and control within a health care facility.
- Patient protection within a health care facility.
- Personal responsibility during an emergency.
- Hospital and office liability if safety measures are not taken.

Topic 1: Fire Safety

A. Common Causes of Fire Within a Health Care Facility

B. Knowledge of Facility's Fire Plan

C. Patient Protection Responsibilities.

Topic 2: General Rules for Hospital Safety

A. Unsafe Conditions

B. Observation of Smoking Regulation

C. Procedure if Injuries Occur

D. Safety Rules for Equipment

Topic 3: Skills to Prevent Accidental Injury

A. Crutch Walking

B. Transferring Patients

C. Bedrails

D. Oxygen and Local Anesthetics

UNIT X

NURSING SKILLS

Objectives

To help students gain knowledge of:

- Hospital history, organization, nursing service, job description, and interpersonal relations.
- The basic procedures for patient care, and to be able to demonstrate these procedures correctly.
- The role of the health team and the nursing team in patient care.
- Medical terminology.

Topic 1: Posture and Body Mechanics--Moving and Positioning the Patient

A. Basic Principles of Body Mechanics
   1. Definition
   2. Proper Body Alignment
   3. Procedures for Moving the Patient in Bed

B. Proper Body Alignment for Patient and Worker

C. Range of Motion
   1. Definition
   2. Body Parts Used

Topic 2: Admission, Transfer, and Discharge of the Patient

A. Admission

B. Transfer

C. Discharge
   1. Procedures for All Three

Topic 3: The Patient Unit

A. Furniture and Equipment

B. Cleaning the Unit

C. Bedmaking

Topic 4: Personal Care of the Patient

A. The Bath

1. Types of Baths

B. Morning Care

C. Afternoon Care

D. Skin Care

1. Back Rub

2. Decubitus Care

E. Grooming

1. Care of the Hair

2. Shaving

F. Oral Hygiene

Topic 5: Vital Signs

A. Temperature

1. Definition

2. Procedure

B. Pulse

1. Definition

2. Procedure

3. Equipment Needed

C. Respiration

1. Definition

2. Procedure

D. Blood Pressure

1. Definition

2. Procedure

3. Recording

Topic 6: Nutrition

A. Basic Food Substances

1. Function
2. Sources
3. Basic Diet Plan

B. Relationship of Digestion to Proper Eating Habits

1. Well Balanced Diet
2. Fluid Intake
3. Family Customs
4. Regional Patterns
5. Economic Background
6. Personal Opinion

C. Food Service

1. Special Diets
2. Serving Foods

D. Feeding the Patient

1. Preparation
2. Guidelines for Feeding the Patient

Topic 7: Nursing Skills Related to the Excretory System

A. Special Treatments - Fluids - Wastes

1. Intake and Output
   a. Weights and Measures
   b. Fluid Balance
   c. Measuring Intake and Output
   d. Charting

B. Catheters - Tubes - Tubing

1. Definition

2. Types
3. Uses
4. Cleansing
5. Disinfection and Sterilization

C. Care of the Patient With a Foley Catheter
1. Purpose
2. Equipment
3. Procedure

D. Specimen Collection
1. Urine
a. Purpose
b. Procedure
2. Feces
a. Purpose
b. Procedure
3. Sputum
a. Purpose
b. Procedure

E. Rectal Treatments
1. Administration of Rectal Tube
a. Techniques
b. Comfort Measures
2. Method of Inserting Rectal Suppository
a. Purpose
b. Procedure

F. Enema
1. Purpose
2. Types
3. Procedure

G. Colostomy Care

1. Purpose

2. Procedure

Topic 8: Patient Records and Nursing Observations

A. Medical Records

B. Patient's Charts

C. Kardex

D. Signs and Symptoms

Topic 9: Treatments - Hot and Cold Applications

A. Hot and Cold Applications

1. Types

2. Procedures

B. Sitz Bath

1. Procedure

C. Clinitest

1. Procedure

2. Recording

Topic 10: Care of Equipment and Supplies

A. Glass

B. Rubber Goods

C. Plastics

Topic 11: Care of Varying Degrees of Illnesses

A. Mildly Ill

B. Seriously Ill

C. Patient With Long Term Illness

D. The Dying Patient

Topic 12: Care of the Surgical Patient

A. Pre-Operative Care

B. Post-Operative Care

C. Convalescent Care

D. Surgical Dressings

Topic 13: Care of the Orthopedic Patient

A. Definition

B. Fracture and Dislocation

C. Traction

D. Costs

E. Equipment

Topic 14: Care of Isolation Patients

A. Diseases

B. Technique

Topic 15: Assisting with Physical Examinations

A. Purpose

B. Preparation

C. Examination Techniques

D. Positions for Special Examinations

Topic 16: Skills to Prevent Accidental Injury

A. Crutch Walking

B. Transferring Patients

C. Bedrails

D. Oxygen and Local Anesthetics

B I B L I O G R A P H Y

Books

Anatomy and Physiology

Memmler and Rada, Structure and Function of the Human Body.

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Mowry and Williams, Basic Nutrition and Diet Therapy for Nurses.

Robinson, Basic Nutrition and Diet Therapy.

Patient Relations

Becker and Hassler, Vocational and Personal Adjustments in Practical Nursing.

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Hays and Larson, Interacting With Patients.

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Ohlson, Guidance Services in the Modern School.

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Kinsenger, Career Opportunities of Health Technicians.

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Bernarde and Dekker, Disinfection.

Memmler and Rada, The Human Body in Health and Disease.

U. S. Department of Health, Education and Welfare, Isolation Techniques for Use in Hospitals.

Wheeler and Volk, Basic Microbiology.

Wyss and Eklund, Microorganisms and Man.

Health Skills

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Bredow and Cooper, The Medical Assistant

Culber, Modern Bedside Nursing.

Donovan, The Nurses Aide.

Hospital Research and Educational Trust, Being a Nurse's Aide.

Keane, Essentials of Nursing.

Mayes, Abdallah's Nurses Aide Study Manual.

Price, The Art, Science, and Spirit of Nursing.

Shafer, Medical-Surgical Nursing.

Willig, The Nurse's Guide to the Law.

Films

Careers

Filmstrips on SAVE Program.

Nevada State Department of Health, Horizon's Unlimited.

Washoe County School District, Is A Career in Health for You?

Anatomy and Physiology

Nevada State Health Department, Endocrine Glands.

Nevada State Department of Health, Exploring the Human Nervous System.

Nevada State Department of Health, From One Cell.

Nevada State Department of Health, Work of the Kidneys.

Nutrition

Nevada State Department of Health, Human Body: Nutrition and Metabolism.

Microorganisms and Disease

Trainex Filmstrips, Disinfection and Sterilization.

Trainex Filmstrips, Hospital Asepsis: A Communicable Disease.

Wyeth Film Laboratory, Sterilization Procedures for a Medical Office.

Speakers

Careers

Representatives From the Various Medical Professions

Personnel Director

Patient Relations

Psychologist

Psychiatrist

Counselor

Social Worker

Crises Call Center Representative

Psychiatric Nurse

Laboratory Technician

Communicable Disease Investigator

Pathologist

Health Skills

Child Development Teacher

English Teacher

Registered Nurse

Licensed Practical Nurse

Nurses Aide

Physical Therapist

Anatomy and Physiology

Anatomy and Physiology Teacher

Urologist

Obstetrician and Gynecologist

Surgeon

Surgical Nurse

Orthopedist

Nutrition

Nutritionist

Dietician

Home Economics Teacher

Extension Agent

Field Trips

Careers

Offices of Various Health Professions

General Hospital

Employment Securities

Nutrition

Hospital Kitchen

School Cafeteria Kitchen

Microorganisms and Disease

Hospital Laboratory

Bacteriology Laboratory, University of Nevada

Anatomy and Physiology

Anatomy and Physiology Lab

Operating Room

Reno Blood Bank

Health Skills

Delivery Room

Newborn Nursery

Public Health Department

Patient Relations

Planned Parenthood

Reno Mental Health Clinic

Nevada State Hospital

Crises Call Center